

3.2 GET ORGANIZED

Schedule Your Time

Think of looking for a job as a job. It requires planning and follow-through. At the beginning of each week, prepare a schedule with blocks of time for each type of activity (phone calls, reading ads, writing letters, etc.). Then, as the week progresses, make changes to allow time for interviews. Below is an example of a weekly schedule. **NOTE: Set time aside to enjoy your family and friends, and relax.** The sample schedule below shows Friday afternoon and Saturday as time off.

The advantage of a schedule is it allows you to plan and use your time most effectively. It helps you avoid saying things like: “I really wanted to, but...”; “I just couldn’t find the time...”; or “I wish I had....” At the beginning of each week, plan for each type of activity. Then, when an employer gives you a time for an interview, you can rearrange your schedule to use your time efficiently.

Looking for a work is a full-time job. **Keep good records.** Use office software to organize company and interview notes, schedules, resumes, etc. Get a calendar and keep it current. Your time is valuable and there is much to be done in finding the right job for you. Schedule carefully, balancing your needs.

The Company Information Record and Job Search Log further in this section will help you record your job search efforts and your progress in pursuing specific jobs. Be sure to prioritize your time. Some tasks are more important than others.

The method you use to keep track of your job search is not important, but keeping track of it is very important! The chart shown is designed for a separatee doing full-time job searching. You may want to use the sample chart provided, or you may want to develop your own system. However you decide to do it, make sure you do it well!

| Time | Monday | Tuesday | Wednesday | Thursday | Friday | Sunday |
|-------|------------------------------------|------------------------------------|--|---|---|------------------------------|
| 8:00 | Search Internet and want ads | Make personal visits or interviews | Search Internet and want ads | Telephone calls, applications, or inquiries | Telephone calls, applications, or inquiries | Search Internet and want ads |
| 9:00 | | | Letters, applications | | | |
| 10:00 | Networking calls | | Phone calls | Letters/ applications | Letters/ applications | |
| 11:00 | Letters/ applications | | Follow-up activities | Follow-up activities | Admin. tasks | |
| 12:00 | Lunch | Lunch | Lunch | Lunch | Lunch | Lunch |
| 1:00 | Letters, phone calls or interviews | Letters/ applications | Search for new prospects—visit library to read professional magazines, directories, etc. | Make personal visits to employment agencies | Time off | Prepare weekly schedule |
| 2:00 | | Phone calls | | | | |
| 3:00 | | Follow-up | | | | |
| 4:00 | Administrative tasks | Administrative tasks | Administrative tasks | Administrative tasks | | |